Virginia WIC Program
APPLICATION AND ENROLLMENT CHECKLIST

STEPS TO COMPLETE VA WIC AUTHORIZATION	Who	TIMETABLE	STATUS
1. Requests an application packet in writing.	Applicant	Various	Completed √
2. Completes all required forms and returns them to WIC.	Applicant	Various	
3. Reviews applications and determines initial selection qualifications.	WIC Program	Once per month. (2nd wk of month)	
4. Sends letter to applicant acknowledging initial selection (if applicable).	WIC Program	2-3 business days.	
5. Makes an unannounced stocking visit, if selected. Provides starter packet to retailer, if store passes stocking requirements	WIC Program	Within 2 – weeks of initial selection.	
6. Store owner/manager views the self-instructional video, Vendor Manual and other training materials. Completes and returns the WIC test by mail or fax. ➢ *(If applicant does not return the completed test within 2 weeks, WIC will follow up by telephone.)*	Applicant	Various (Should be within 2 weeks)	
7. Reviews the test and determines whether applicant has passed and makes final decision regarding authorization status. ➢ *(If applicant has not passed the test, WIC will send 2nd test – will cost the applicant an additional 2-3 weeks.)*	WIC Program	Within 2 business days.	
8. If applicant passes the test, sends a final authorization letter with signed Contract Agreement and WIC Authorization Stamp.	WIC Program	Within 1 week.	
9. Trains his/her cashiers and other staff regarding proper WIC procedures. ➢ *(If unable to complete training of staff within 2 weeks the retailer must notify WIC in writing.)*	Applicant	Should be within 2 weeks of final authorization.	
➢ *Must not accept any WIC checks until store has received WIC Authorization Stamp and all staff handling WIC checks are fully trained.*	Applicant	Total timetable for approval is 2-3 months, depending largely on the applicant.	

❖ *To monitor where you are in the application and enrollment process, we recommend you use this checklist. It might be helpful to record the date for those activities you are responsible for completing.*